

CHAPTER 12

NATIONAL SAFETY AND HEALTH, AND WORK FAMILY LIFE INCENTIVE AWARDS PROGRAM

12.1 PURPOSE

This chapter contains guidelines and instructions for the preparation and submission of nominations for the Animal and Plant Health Inspection Service (APHIS), National Safety and Health, and Work Family Life Incentive Awards Program.

Each regional/laboratory/headquarters council representing APHIS programs is eligible to submit nominations for the awards listed in Section 12.2, from its respective winner of the same category. The Administrator's Award, Designated Agency Safety and Health Official (DASHO) Award, and Certificates of Appreciation are exceptions to this rule.

These guidelines and instructions pertain to safety, health, and wellness in both the workplace and private life during the fiscal year. It is strongly recommended that each nomination provide as much pertinent information as possible to permit the nominee to effectively compete in the process.

12.2 TYPES OF AWARDS

A. The National APHIS Safety and Health Council has established eight awards. The awards are as follows:

- Safety and Health Employee of the Year
- Safety and Health Work Unit of the Year
- Defensive Driver of the Year
- Safety and Health Officer of the Year
- Special Achievement Award
- Administrator's Award
- DASHO Award
- Certificate of Appreciation

B. The Work Life Wellness program has established the following awards:

- Work Life Wellness Council Representative Award
- Work Life Wellness Employee of the Year
- Work Life Wellness Coordinator Award

- Special Achievement Award

12.3 ELIGIBILITY REQUIREMENTS

This paragraph provides the criteria for the award nominations. It is strongly recommended that each point be addressed in the order listed.

12.3.1 Safety and Health Employee of the Year. This award will be presented to the APHIS employee most involved with all aspects of safety and health, both in the workplace and private life. This employee must have received Employee of the Year recognition at his/her respective regional/laboratory/headquarters level.

Note: This award category is intended for rank and file, or line management employees who are not collateral duty safety and health employees, or full time safety and health professionals.

The following are examples of criteria that could be addressed in the nomination for the Employee of the Year Award. Only accomplishments for the given fiscal year may be accepted for scoring and evaluation. Dates should be given when possible.

- A. Significant safety and health contributions to the promotion of safety and health in the workplace, through significant personal initiative, commitment, and exercise of leadership.
- B. Significant safety enhancements, or hazard reductions/abatement.
- C. Exceptional efforts to identify potential safety problems, or responsiveness to a safety issue with measurable accomplishments.
- D. Outstanding personal commitment to personal safety and health. This may be demonstrated by:
 - Participation in personal health monitoring activities beyond work exposure risks;
 - Safe operation of personal, official, or recreational vehicles;
 - Participation in the provision of, or instruction of, safety and health training activities; or
 - Personal use of protective equipment when required.

12.3.2 Safety and Health Unit of the Year. Unit awards will be to the units that best exemplify the contributions and collective dedication of the employees and management to a safe and healthy workplace/community. Two awards may be presented for this category. A Unit of the Year Award may be presented to a large unit (i.e., a work unit with more than 40

employees) and a separate award for work units with 40 employees or less. Only accomplishments for the given fiscal year will be acceptable, and dates of significant events should be given when possible. The following are examples of criteria which could be addressed in the nomination for consideration of the Unit of the Year Award(s):

- A. Demonstration of a good in-house safety program, and a measurable increase in both managerial and employee commitment to accident/injury/illness prevention, and basic safety and health programs (e.g., fire safety, hazard communication, chemical hygiene, workplace hazard identification and abatement, or supervisor and employee awareness training).
- B. Demonstration of outstanding safety and health performance on projects, or special events outside of normal requirements.
- C. Participation in safety and health classes, i.e., first aid, cardio pulmonary resuscitation (CPR), defensive driving, drug testing, stress management, or wellness activities. Dates of classes should be given.
- D. Outstanding personal safety and health accomplishments by work unit employees. This includes:
 - Participation in personal health monitoring activities;
 - Participation in donor or volunteer programs;
 - Implementation /participation in community/workplace safety and health activities;
 - Accident free motor vehicle miles driven;
 - Number of man-hours without loss time injury; and
 - Consistent and appropriate personal protective equipment use.
- E. Any other significant contributions to safety and health program promotion/activity, such as:
 - Life saving efforts.
 - Involvement with other Federal safety councils.
 - Program safety awards received.

12.3.3 **Defensive Driver of the Year.** The National APHIS Safety and Health Council will provide an award to the APHIS employee who has best demonstrated/ promoted defensive driving during the fiscal year on official duty. However, this will not be the sole factor in selecting an individual for the award. This employee also must have received the Defensive Driver of the Year award at his/her respective program level. All nominees will

be considered for a runner-up award based upon their merit compared to the recipient.

It is strongly suggested that all nominations address the following factors to the best of their ability, since each factor will be rated on a point system:

- A. Number of miles driven for the given fiscal year.
- B. Nominee's motor vehicle accident/violation record for the last 5 years of service.
(**Note:** Accident reports may be attached to show employee was not at fault.)
- C. Defensive driver training course completion status (current or not).
- D. If serving as a defensive driver training instructor or coordinator, dates and number of employees reached through training.
- E. Types of environmental driving situations:
 - Rural or urban settings;
 - Mountainous areas;
 - High hazard settings (airports, sea terminals, international assignments);
 - Off-road use; or
 - Equipment towing.

If possible, approximate how much of the total experience is in each of these environments. The chart below is an example:

Physical Location	City Driving	10%
	Mountainous	15%
	Rural Areas	65%
Road Conditions	Wet/Snow/Ice	10%
	Dry Pavement	80%
	Off Road	10%

- F. Personal attention to proper maintenance and good housekeeping of equipment, and use of safety equipment.

12.3.3 Safety and Health Officer of the Year. The National APHIS Safety and Health Council will present an award to the Safety and Health Officer who demonstrates the following factors. It is highly suggested that each nominee address all of the factors to the best of his/her ability, since each factor will be rated on a point system. Only accomplishments for the given fiscal year will be accepted. Dates should be given as appropriate.

This award is for recognition of collateral duty safety and health officers, full time safety

and health officers, and safety professionals.

- A. Employees accident reduction program. List actions undertaken to prevent accidents.
- B. Motor vehicle accident program. Detail steps undertaken to reduce motor vehicle accidents.
- C. Safety and health training outreach efforts, i.e., CPR, defensive driving, or Occupational Safety and Health Administration program requirements.
- D. Involvement in resolving safety and health management issues.
- E. Development and impact of safety and health program initiatives or projects.

12.3.5 **Administrator's Award.** The Administrator's Award will be presented to an activity at the level of regional/laboratory/headquarters office. This award is based upon data and input from regional Collateral Duty Safety and Health Officers, full time safety professionals, and their respective safety and council/committee minutes. This input is evaluated by headquarters safety employees on behalf of the National APHIS Safety and Health Council, and a winner determined by review. The award winner is then forwarded to the awards committee for their acknowledgment. All activities with safety and health councils will be considered annually, though nominations will be reviewed.

12.3.6 **DASHO's Award.** This Award will be presented to a regional/laboratory/headquarters/program activity. The recipient of this award is selected by the headquarters safety staff, on behalf of the DASHO, for an activity that has accomplished a noteworthy feat in fulfilling its goal of a safe working environment. Activities may nominate themselves for this award in narrative format. Should no activity be nominated, candidates will be selected from nominations for the Safety and Health Work Unit of the Year Awards.

12.3.7 **Special Achievement Awards.** The Council may award special achievement awards each fiscal year to both individual employees and work units or safety committees for special acts. It is suggested that local councils and committees submit nominations for these national awards in narrative format.

12.3.8 **Certificates of Appreciation.** The Council may award Certificates of Appreciation to submitted nominations which may not have been appropriate in other categories. Certificates of Appreciation may be awarded to employees/units nominated by their council as well.

12.3.9 **Work*Family* Life Council Representative Award.** This award can be presented to more than one person. The individual(s) selected for this award must have demonstrated successful representation of their program unit on the W*F*L Council during the last fiscal year. The individual(s) must have been an active W*F*L Council member for more than six months of the fiscal year to be considered for this award. All W*F*L Council members are eligible for this award. Nominations also must address the following criteria:

- A. Actively pursued issues that will enhance the work environment for program unit employees.
- B. Implemented W*F*L/Wellness activities.
- C. Participated in, or instructed W*F*L/Wellness programs or activities.

12.3.10 Work*Family*Life Coordinator Award. The individual selected for this award must have demonstrated significant contributions to the W*F*L program within the last fiscal year. The contributions must have enhanced the work place environment by providing a life style balance between professional and personal life. The individual selected for this award must have been a Coordinator for at least 6 months of the last fiscal year. Nominations must address the following criteria:

- A. Participation on governmental W*F*L/Wellness/Safety and Health committees.
- B. Implementation of W*F*L/Wellness activities.
- C. Any other significant contributions toward W*F*L /Wellness program goals.

12.3.11 Work*Family*Life Employee of the Year. The individual selected for this award must have demonstrated significant contributions to the W*F*L program within the last fiscal year. The contributions must have enhanced the work place environment by providing a life style balance between professional and personal life. Nominations must address the following criteria:

- A. Participation on governmental W*F*L/Wellness/Safety and Health committees.
- B. Implementation of W*F*L/Wellness activities.
- C. Any other significant contributions towards W*F*L/Wellness program goals.

12.3.12 Special Achievement Award. A Special Achievement Award may be presented each fiscal year. It is suggested that the committees submit nominations for this award to recognize the contribution made by an individual on a specific project.

12.4 NOMINATION PROCEDURES

Nominees for the Incentive Awards Program (those which are selected by the Council, not headquarters safety staff) must:

- A. Have won at their highest level available;
- B. Have received regional council or equivalent approval; and
- C. Be recognized by their Director/Regional Director or equivalent.

Nominations without documentation to substantiate regional recognition are subject to disqualification by the Awards Committee.